
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6242	Position Modify Position Information	Revised Date: 02/06/2017
		Version: 5

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Objective

Perform modification on positions

Outcome

Position modifications, intra-agency (within same master agency) transfers (swaps), full-time/part-time swaps, abolishments, re-authorizations, reallocations, reclassifications, and the non-align indicator modifications are entered into the system.

Position Modifications

The Maintain Position Information screen is used to enter information required to establish a position. The screen has two panels and includes information such as PIN, occupation code and title, start and ending salary, service date and type, and geographic location.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		05/24/2016
PHIMAINU PHIMAINM Position Menu		12:25 PM
Code	Description	FastPath
MP	Manage Position	
MW	Maintain FY Control Tables	
BA	Browse Active PINS	BRAP
AP	Browse Active/Pending PINS	BRAPP
AB	Browse Abolished PINS	BRABP
BV	Browse Vacant PINS	BRVP
PR	Produce PEP Report	PREP
PV	View PEP Information	VPEP
SV	List of Statewide Vacancies	LOSV
Code: __		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		Quit

Your Action ...	System Response ...
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action ...	System Response ...
3. Choose MP (Maintain Position Information) from the Manage Position Menu and press ENTER.	The Maintain Position Information screen will appear.

Your Action ...		System Response ...
PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/24/2016 PHOPPN0D PHOPPN0M Maintain Position Information 12:31 PM 1 more >		
Action: = (A,C,D,M,N,P)		
*Agency Nbr: ____	*PIN: ____	Approval: _
*OCCU: ____	OCCU Title: ____	*FLSA Status: _
*Start Sal: ____	*End Sal: ____	*PIN County: _
SSN: _ _ - _ - -		SPB Process: Y
*Exec Service: _		org Code: ____
*Service Type: _		*Supervision: _
Service Date: _ _ _ _		Geo. Location: _ _ _ _ _
Part/Full: FTE: _		*Type: _
Months: _		Exceed Head Sal: _
*Auth: _		Hours: _
Auth Dt: _ _ _ _		Arrest Authority: _
		End Date: _ _ _ _
Trans Eff Dt: _ _ _ _		Pos Swapped From: _
Direct Command: _____		Transmit for Approval?: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
<p>4. Choose Modify and enter the following:</p> <p>*Agency Nbr: The agency code xxxx. *PIN: Position Number to be modified. Approval: Indicates the status of the request: "A" – Approved, "P" – Pending, or "F" - Future date.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the information to be added or changed on the screen.</p> <p>*OCCU: The occupation code of the PIN. *FLSA Status: Enter the code representing the Fair Labor Standards Act status of the PIN. OCCU Title: This is completed by the system based on the Occupational Code. *PIN County: XX indicating the code of the county where the PIN is assigned. Start and End Salary: This is completed by the system, based on occupation. SPB Processed: A "Y" indicates that the State Personnel Board processes this position. This field is completed by the system based on the agency record. SSN: Cannot be entered when adding a position. Org Code: An identifier of position(s) within an agency. This code can be used to construct an agency's organizational structure. *Exec Service: Executive compensation indicator code. *Supervision: Indicates whether the position is required to supervise others. Valid values are 1 or 2. *Service Type: Enter the code denoting whether or not the position is state service. Geo. Location: A 2-digit code indicating the level of organizational structure where the position is located or defined. This field is populated by the agency with codes they have established to indicate their unique organizational structure. Service Date: MM DD YYYY and indicates the effective date of the current position's service date. *Type: Code which indicates whether the position is Permanent or Time Limited.</p>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <p>Part/Full: This is completed by the system based on months and hours entered.</p> <p>FTE (Full Time Equivalent): This is completed by the system based on months and hours entered.</p> <p>Exceed Head Sal: Yes or No. A "Y" indicates that the salary of the position exceeds the salary of the agency head.</p> <p>Months: Enter the number of months projected for this position. For time-limited PINs, the number of months entered must be equal to or less than the number of months remaining in the fiscal year.</p> <p>Hours: Enter the number of hours per week required for this position.</p> <p>*Auth: Code denoting whether the position was authorized in an appropriation bill or escalated through DFA.</p> <p>Arrest Authority: The system completes this based on occupation code.</p> <p>*Authorization Dt: The date the position was authorized. This date cannot be greater than the position end date, and it must be in a current or future fiscal year.</p> <p>End Date: If the position is time-limited, it must have an ending date; otherwise, this field remains blank.</p> <p>Pos Swapped From: Place an X in the blank and press enter to see position swap data.</p> <p>Trans Eff Dt: Enter the date this transaction is to be effective. It must be in the current or next fiscal year.</p> <p>Transmit for approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
7. Press F11.	The second panel of the Maintain Position Information screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		05/24/2016
PHOPPN0D	PHOPPN1M	Maintain Position Information		12:49 PM
< 1 more				
Action: = (A,C,D,M,N,P)				
*Agency Nbr: _____		Approval: A		
*PIN: _____		*PIN: _____		
*WComp Class: _____		Report to: *Agcy: _____	Nbr be paid: _____	
*Schedule: _____		Teacher Months: _____	Amt: _____	
*Retirement Pgm: _____		*Emolument Type: _____	Mileage: _____	
Recruitment Flex: _____		*Leg Mileage Type: _____	*Pay Frequency: _____	
*Selection Exempt: _____		*Pay Method: _____	*Extra Hrs: _____	
EE04 Exempt: N		*PERS PIN Code: _____	*RIF: _____	
PAR Required Ind: _____		Workers Comp Sub Agcy: _____		
PAR Sort Code: _____		Warrant Sort Dtls: _____		
Display	*Addl Comp	Effect Date	End Date	Pct
1 of	_____	_____	_____	_____
Trans Eff Dt: _____		Transmit for Approval?: N		
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit				

Your Action ...	System Response ...
<p>8. Enter the information to be added or changed on the screen.</p> <p>*WComp Class: The workers compensation classification code.</p> <p>Report to:</p> <p>*Agcy: Enter the agency number of the supervisor. When changing an employee's "Report To" manager in SPAHRS, users must be aware that the order, timing, and impact on the organizational structure in MAGIC must be considered.</p> <p>*PIN: The PIN # of the supervisor. This is required by MAGIC.</p> <p>*Schedule: Enter the code for the standard work schedule for the position.</p> <p>Teacher Months: The number of months for which a school position is authorized. Correct responses are 9, 10, 11, or 12. The number of months also creates the report time record for the school year that is used by Calculate Pay each month to determine what the worker has earned versus what they are being paid.</p> <p>Nbr be paid: Determines the number of times a teacher is paid per year (can only be entered if Teacher Months field is entered).</p>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <p>*Retirement Pgm: (RPERS is the default.) This field is required if the SPB process field is Yes. Defaults to regular retirement but may be changed if necessary.</p> <p>*Emolument Type: Enter the code indicating the type of emolument.</p> <p>Amt: Enter the tangible tax value of a provided service or benefit to a person, which is taxable but not paid in cash form, e.g., caretaker housing at a national monument.</p> <p>Recruitment Flex: Indicates if a position has been approved for recruitment flex by the SPB.</p> <p>*Leg Mileage Type: Enter the code indicating the type of mileage incurred.</p> <p>Mileage: Required if the Leg (legislative) Mileage Type has been entered; otherwise, it must be zero. Contains the number of miles for a roundtrip (home to work place and back home) claimed.</p> <p>Selection Exempt: The system completes this field based on the position or occupational code.</p> <p>*Pay Method: Hourly or Salary</p> <p>*Pay Frequency: Bi-Weekly Delayed, K – Contractor WINS (bi-weekly delayed, Legislative, Monthly, P- Supplemental, R- Twice a Month (semi-monthly paid current), Semi-monthly (delayed), Travel, Weekly, X- Legislative Weekly Expense. .</p> <p>EE04 Exempt: This defaults to N(o).</p> <p>*PERS PIN Code: Identification number for this position used by the Public Employee Retirement System.</p> <p>*Extra Hrs: The code used for payment part. It tells the system what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code.</p> <p>PAR Required Indicator: Indicates whether the position is required to comply with requirements for Performance Appraisal Review (PAR). A "Y" indicates that the position is under the salary setting authority of the State Personnel Board.</p>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <p>Workers Comp Sub Agency: Allows employees in a master agency to be grouped by workers' compensation contributions.</p> <p>*RIF: Indicates the code for the type of reduction in force.</p> <p>*PAR Sort Code: Performance Appraisal Review sort code- indicates how employee performance reviews are to be sorted. PAR Sort Code is a 1-4 alphanumeric code selected by the user to categorize agency positions.</p> <p>Warrant Sort Dtls: The group number for sorting warrants.</p> <p>*Addl Comp: Indicates the earnings code for additional compensation.</p> <p>Effect Date: Effective date of compensation.</p> <p>End Date: Ending date of compensation.</p> <p>PCT: Percentage of compensation (must be a decimal value).</p> <p>Transaction Eff Date: Enter the date this transaction is to be effective.</p> <p>Transmit for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
9. Press ENTER.	<p>The position has been modified and the following message will be displayed:</p> <p>Position aaaa-#-p modified successfully.</p>

Intra-Agency Position Transfer

PINs can only be swapped between sub-agencies within the same master agency. Agency Fiscal Year Records must first be reviewed and/or modified to ensure that authorized PIN counts are sufficient to allow the swap.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

Your Action ...	System Response ...
3. Choose IA (Intra-Agency Position Transfer) from the Manage Position Menu and press ENTER.	The Intra-Agency Position Transfer screen will appear.

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/24/2016
PHOPSW0D PHOPSW0M Intra-Agency Position Transfer 01:08 PM

*Action: (A,C,D,M,N,P)
*Agency#: _____
*Cur PIN: _____ FISCAL YEAR: _____ Cur FLSA:
Cur OCCU: _____ Service Type:
SSN: - -
*Req Agency#: _____ FLSA:
*Req PIN: _____ (PIN can be auto assigned) serv Type:
Display Current Program Details: PGM# PGM% GF% FF% OF%
1_ of

Display Proposed Program Details: *PGM# PGM% GF% FF% OF%
1_ of
_____
_____
_____
Trans Eff Date: __ __ __ Transmit for Approval?: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Bkwd Fwd Quit

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Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following information: *Agency #: The agency code xxxx. Cur FLSA: The type of FLSA status assigned to the position. The system will display this information. *Cur PIN: Enter the PIN number to be swapped. It must be an active PIN.	
6. Press ENTER:	
7. Enter the following information: Fiscal Year: The system will display the current fiscal year. Service Type: The service type assigned to the current PIN. The system will display this information. Cur OCCU: The occu code assigned to the position. The system will display this information. Cur OCCU: The occu code assigned to the position. The system will display this information.	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>SSN: The Social Security Number for the person in this position. The system will display this information.</p> <p>*Req Agency #: The agency number where the PIN is to be swapped. The agency cannot be the same as the current agency. However, both agencies must be within the same master agency</p> <p>*FLSA: The FLSA status for the requested position. The system will display this information.</p> <p>*Req PIN: The system will complete this if left blank. The PIN cannot be an active PIN.</p> <p>*Service Type: The service type for the requested position. The system will display this information.</p> <p>Current Program Details by PGM#, PGM%, GF%, FF%, and OF%: The system will display this information.</p> <p>Proposed Program Details by PGM#, PGM%, GF%, FF%, and OF%: Enter a valid program number and the funding by program and funding source; must equal 100 percent among all programs and funds.</p> <p>Trans Eff Date: MM DD YYYY. This must be in the current or next fiscal year.</p> <p>Transmit for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
8. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**
9. Press ENTER.	<p>The following message will appear:</p> <p>Transaction s-aaaa-# added successfully.</p>

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

Full-Time/Part-Time Swap

The Full-time/Part-time Swap screen is used by an agency to request that a Full-time and Part-time position be swapped. Information such as PIN, occu code, hours per week, number of months, and effective date of swap is recorded.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose RA (Full-time/Part-time Swap) from the Manage Position Menu and press ENTER.	The Full-time/Part-time Swap screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/24/2016
PHOPPS2D PHOPPS2M	Full-time/Part-time Swap	01:11 PM
*Action: = (A,C,D,M,N,P)		
*Agency: _____		
*Full Time Pin: _____		SSN: _____
Occu: _____		
Hrs per week: _____	Num of Months: _____	Service Type: _____
Hrs per week: _____	Num of Months: _____	*Service Type: _____
*Part Time Pin: _____		SSN: _____
Occu: _____		
Hrs per week: _____	Num of Months: _____	Service Type: _____
Hrs per week: _____	Num of Months: _____	*Service Type: _____
Trans Eff Dt: ____ _		Transmit for Approval?: _
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End		Note Hist Quit

Your Action ...	System Response ...
4. Choose Add and enter the following fields: * Agency: Enter the agency number xxxx. * Full-time PIN: Enter the PIN number to be moved from full-time to part-time.	
5. Press ENTER.	

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>SSN: The Social Security Number for the person in this position. The system will display this information.</p> <p>Hourly Rate: The system will display this information for the current position</p> <p>Monthly Rate: The system will display this information for the current position.</p> <p>Occupation Code: The system will display this information for the current position.</p> <p>Title: The system will display this information for the current position.</p> <p>Hrs Per Week: The number of hours per week an employee is currently working in the current PIN before the full-time/part-time swap takes place. The system will display this information.</p> <p>Number of Months: The number of months an employee is currently working in the related PIN before the full-time/part-time swap takes place. The system will display this information.</p> <p>Service Type: The service type of current PIN. The system will display this information.</p> <p>Hrs Per Week: Enter the new hours per week for the current full-time position.</p> <p>Num of Months: Enter the new hours per month for the current full-time position.</p> <p>*Service Type: Enter the new state service type code for the current full-time position.</p> <p>*Part- Time PIN: Enter the PIN to be swapped from part-time to full-time.</p> <p>Hrs Per Week: Enter the new hours per week for the current part-time position.</p> <p>Num of Months: Enter the new hours per month for the current part-time position.</p> <p>*Service Type: Enter the new state service type code for the current part-time position.</p> <p>Trans Eff Date: MM DD YYYY</p> <p>Trans for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
<p>7. Press ENTER.</p>	<p>If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**</p>

Your Action ...	System Response ...
8. Press ENTER.	The Full-Time/Part-Time Swap screen will be displayed with the following message: Transaction s-aaaa-# added successfully.

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

Abolish Position

The Abolish Position screen is used to enter information in order to abolish a position. Information included on this screen is agency number, PIN, occu code for the position, reason for abolishing (such as Legislature, expired escalation), effective date, and funds to be generated as a result of this action.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose AA (Abolish Position) from the Manage Position Menu and press ENTER.	The Abolish Position screen will appear.

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/24/2016
PHOPPM2D PHOPPM2M Abolish Position 01:17 PM

*Action: = (C,D,M)

*Agency Number: ____
*PIN : ____
Occu Cd : ____

SSN : ____

Dt Pos Vacant: ____ Funds To Be Generated: ____

*Abolish Reason: ____

Abolish Date : __ __ __ Transmit for Approval?: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Notes Quit

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Your Action ...	System Response ...
4. Choose Modify and enter the following information: * Agency Number: The agency code xxxx. * PIN: Enter the PIN to be abolished.	
5. Press ENTER.	

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Occu Cd: The code for the particular occupation or job classification. The system will display this information.</p> <p>SSN: This field must be blank.</p> <p>Dt Pos Vacant: The date the position became vacant. The system will display this information.</p> <p>Funds To Be Generated: The percentage of monies allocated from the total amount to General Funds.</p> <p>*Abolish Reason: Enter the code denoting why the position is being abolished.</p> <p>Abolish Date: MM DD YYYY; must be in the current or next fiscal year.</p> <p>Transmit for Approval?: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
7. Press ENTER.	Enter the Notes and Comments.
8. Press ENTER.	<p>The Abolish Reason screen will appear with the following message displayed:</p> <p>Active-pin A-aaaa-# modified successfully.</p>

FY (Fiscal Year) Time-Limited Position Re-authorization

Your Action ...	System Response ...
1. Choose (PO) Position from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose TL (FY Time-Limited Position Re-authorization) from the Manage Position Menu and press ENTER.	The FY Time-Limited Position Re-authorization screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				05/24/2016			
PHOPPM4B	PHOPPM4M	FY Time-Limited Position Re-authorization				01:19 PM			
*Agency Number: _____									
New End Date....: ____ _				Carried Forward....:				Re-Auth Re-Esc	
Transmit to SPB?: _				Not Carried Forward:					
Re-				Auth				End	
*Act	Auth	Pin	Occu	Cd	Title	Type	SSN	Mth	Hrs

*** End of Data ***									
Direct Command: _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Help Main End Bkwd Fwd Quit									

Your Action ...	System Response ...
4. Enter the following information: *Agency Number: The agency code xxxx. New End Date: This is the date that the time-limited PINs will end after the rollover. Only those PINs that are earmarked to roll over will receive the new end date (entered as MM DD YYYY).	
5. Press ENTER.	All time-limited positions will be displayed.
6. Enter a Yes next to each time-limited position to be carried forward; enter No if it should not be carried forward to the next fiscal year; enter C to change the PINs from Re-Authorized/Authorized to Escalated and from Re-Escalated/Escalated to Authorized. NOTE: If a Position is not marked with either a Yes or No, its authorization will end on its current end date. Also, the system will not allow an N to be entered in the Action field if the position is still filled.	
7. Change Transmit to SPB from No to Yes.	The numbers to be carried forward and not to be carried forward will be annotated at the top of the screen by the number re-authorized and the number re-escalated.

Reallocation/Reclassification

The Reallocation/Reclassification screen is used to enter information for reallocation or reclassification of a position. Both current and requested information such as occu code, service type, beginning and ending salary, and FLSA status are included. Also, the screen records the annual cost and effective date of the reallocation or reclassification.

Reallocation and Reclassification can be added for vacant or filled positions. If the position is vacant, the requested start salary cannot be greater than the beginning salary.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose RR (Reallocation/Reclassification) from the Manage Position Menu and press ENTER.	The Reallocation/Reclassification screen will appear.

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/24/2016
PHOPPM3D PHOPPM3M Reallocation/Reclassification 01:22 PM

*Action: = (A,C,D,M,N,P)

*Realloc/Reclass: __
*Agency#: ____ *PIN: _____

Cur OCCU:
SSN:
Curr Annual Sal: Start Sal: End Sal:
Service Type: Executive Service: FLSA Status: Extra Hrs:

*Req OCCU: _____
*Req Annual Sal: _____ Start Sal: End Sal:
*Service Type: *Executive Service: _ *Req FLSA: _ *Extra Hrs: __
Selection Exempt: Prom Max Rate:

*Gen/Award Reason: __
Annual Cost Chg: Reallocation Type: Lateral
Trans Effec Dt : __ __ __ Transmit for Approval?: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Quit

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Your Action ...	System Response ...
4. Choose Add. (Choose C to clear the screen prior to adding additional transactions.)	
5. Enter the following information: *Realloc/Reclass: Enter RA (Reallocation). RC (Reclassification) OR CL (Career Ladder Reclassification). *Agency#: The agency code XXXX. *PIN: Enter the PIN on which the action is to be performed.	
6. Press ENTER.	The system will display the information on the current PIN and employee in the PIN.

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>*Req OCCU: Enter the occupation code for which the transaction is requested.</p> <p>*Req Annual Salary: Enter the annual salary for the transaction. If position is vacant, requested salary cannot be greater than the start salary.</p> <p>Start Salary: The system completes this field based on the occupation.</p> <p>End Salary: The system completes this field based on the occupation.</p> <p>*Service Type: The system completes this field based on the requested position.</p> <p>*Executive Service: The system completes this field based on requested position.</p> <p>*Req FLSA: The FLSA status for the requested position.</p> <p>*Extra Hrs: This code must correspond to the FLSA code.</p> <p>Selection Exempt: The system completes this field based on the position or occupation.</p> <p>Prom Max Rate: The system will complete this field based on promotional formula.</p> <p>*Gen/Award Reason: Enter a code denoting the generate funds or award reason. This is only required for reallocations.</p> <p>Annual Cost Chg: The system will calculate the cost based on the current start salary and the proposed start salary.</p> <p>Reallocation Type: The system will complete based on Gen/Award Reason Code.</p> <p>Trans Effec Dt: MM DD YYYY; must be in the current or next fiscal year.</p> <p>Transmit for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created and the record cannot be modified unless the approval record is withdrawn.</p>	
<p>8. Press ENTER.</p>	<p>If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN and Occupation information for the position and the employee displayed. **</p>

Your Action ...	System Response ...
9. Press ENTER.	<p>The reclassification/reallocation will have been performed, and the following message will be displayed:</p> <p>Reall/Reclass Trans xx-aaaa-PIN# added successfully.</p>

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.